

**MINUTES OF A MEETING OF THE CHILDREN'S LEARNING AND DEVELOPMENT
COMMITTEE HELD ON MONDAY 24 JUNE 2019 AT 5.30 P.M. AT CHURCH HILL
NURSERY SCHOOL**

Present: Ms Sally Davey (Chair)-Co-opted Governor (SD)

Co-opted Governor
Mrs Gail Allaway (GA)

Head Teacher
Mrs Helen Currie (HC)

Parent Governor
Mr Abrar Malik

Clerk to the Governors: Mrs Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.3.	School Learning Walks: GA/HC to liaise re these in late September.	GA/HC	Late September
4.2.	Teaching and Learning Policy: HC/LM/PF to liaise to update following review by senior leadership team of School Development Plan priorities.	HC/LM/PF	Ongoing
5.	Interim Staffing Structure: PF to agree on grounds of urgency if necessary.	PF	Ongoing
5.	Teaching and Learning Walk: Actions per minute.	SD/PF/HC for school staff	Ongoing
7	Review of School Development Plan: HC to review and amend.	HC	Ongoing
7.6.	Autumn INSET Focus: Head Teacher to prepare.	HC	Autumn Term 2019
8	Date and Time of Next Meeting: Monday 14 October 2019-5.30p.m.-CHNS. Agenda heading as this agenda.	GS/HC/PF	14-1-2019

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

There were none.

1.3 Quorum

The Clerk confirmed that the meeting was quorate with 4 governors present.

Chair's Initials:



2. DECLARATIONS OF INTEREST

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

3.1 Minutes of the Last Meeting Held on 7 March 2019

These were received and agreed to be an accurate record of the meeting. Ms Davey signed a copy of the minutes for retention by the School.

3.2. Matters Arising

3.2.1. Safeguarding Audit

A report was received from Ms Peacham with Ms Campbell now appointed to undertake this role for the present following Ms Peacham's resignation. Safeguarding link governor visits are booked for the 4th and 15th of July.

3.2.2. School Evaluation Process

This is ongoing

3.2.3. School Learning Walks

It was **AGREED** to postpone these until the autumn term.

ACTION: GA/HC to liaise re these in late September.

3.2.4. Foci for Governor Visits

These will include Tales Toolkit and evidence of Early Years' monitoring.

4. POLICY REVIEW, PUBLICATION AND IMPLEMENTATION

4.1. Behaviour Principles and Getting Along Together

A written statement was received and **AGREED** based upon an update of the policies of both schools which focus on kindness and respect.

4.2. Teaching and Learning Policy

This is awaiting update per the revised OFSTED inspection framework. It will focus upon curriculum including the characteristics of effective learning.

ACTION: HC and LM/PF to liaise to update following review by senior leadership team of School Development Plan priorities.

4.3. Food Policy

This is being updated by HC consistent with HENRY (Health Exercise and Nutrition Really Young) courses.

5. CHILDREN'S LEARNING AND DEVELOPMENT

5.1. Teaching and Learning Walks

These will be conducted by PF re maths at LHNS, HC and PF re technology at CHNS and SD re SEND at CHNS. There are sample questions for early numeracy. The resignation of teacher, MR at LHNS was noted with a future structure to be devised. If this can be mutually agreed it can proceed, if not an interim structure will be needed. SLT will need to discuss and agree rotas.

ACTIONS:

-PF to agree interim structure if necessary on grounds of urgency and staff member to undertake national professional qualification re special educational needs.

-MR to prepare report and GB approve SEND offer.

-PF to send questions to SD by email.

5.2. Children's Outcomes and Update on Assessment and Learning Matters

5.2.1. HC reported that the School continues to use the INSIGHT tracking device with separate oversight of CHNS and LHNS. The Head Teacher monitors the Learning Journals as a simple assessment system with next steps recorded showing children's physical work and what they can do.

At LHNS two year old checks are to be reviewed ideally with contact with health visitors and including parental input. CHNS has been moderated this year with federation staff having moderated work elsewhere.

5.2.2. There is a key worker system with workers matched to children so that there is a balanced allocation of children with special educational needs noting the level of experience and expertise needed. Transitional reports have been amended to be more manageable with reporting on 7 prime areas of development for development expected at 30-50 months. Assessment is expressed as 'I can do this on my own', 'I can do this with help' and 'I am beyond this'. There are statements relating to individual children and children's progress.

5.2.3. Admissions, Transitions and Attendance

Office staff have taken on admissions to try to ensure that numbers are to capacity in September.

Re attendance the Head Teacher writes to parents re this if necessary with parents of absent children reminded of the cost of the place. Discussion established that children are funded irrespective of attendance if absent but funding reduces after two weeks. OFSTED ask about attendance data but the provision is not statutory. There is a focus on Early Years' Pupil Premium funded children who need additional support. The School gives clear statements as to when children should or should not attend school after illness and attendance is reviewed at weekly staff meetings re continuity of provision and safeguarding. The attendance of 30 hours children can be difficult to monitor.

6. CHILDREN'S WELL BEING AND INVOLVEMENT

6.1. Safeguarding

An exit button may need to be moved higher, meanwhile staff are being super vigilant.

7. LEADERSHIP AND MANAGEMENT

7.1. School Development Plan Update Including ECO School and Equalities Objectives

The School Development Plan is being updated to reflect revisions to the OFSTED inspection framework. Equalities objectives re multiple visits include EYPP children, Forest School, moderation of two year olds and infant and toddler environment rating.

Moveable furniture has been ordered for the two year old room which is very small with building proposals developed to provide an enlarged provision. Two year olds snack with 3 year olds and children are encouraged to use plates.

7.2. Review of Early Years' Pupil Premium Funding Spend for 2018-19

This is ongoing with meetings being held with the local authority regarding the future sustainability of the two Nursery schools including hard federation. To date it has not been possible to set a budget for LHNS and the budget of CHNS is concerning. There is LA support for the continued existence of both schools but an expectation that primary schools will be approached and wider links developed including provision of childcare beyond 30 hours.

The budget deficit recovery plan needs to be linked to SDP objectives agreed with the Local Authority. A staff restructure is under consideration to enable

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this if necessary.

It was noted that LBWF nursery schools are relatively underfunded compared to other nearby local authorities with the LA maintained schools team now more knowledgeable and supportive about this.

The LA have agreed to put funding into the building at LHNS and a training programme is being developed for the nursery as a centre of excellence.

There is the possibility of match funding from Novartis for building proposals.

There was an LA visit to LHNS following a recent incident at the adjacent Ferguson Centre with referral to the police who referred the incident back to the school. The LA assets manager has visited with entrances/exits reviewed with a proposal to provide a more prominent street entrance at LHNS as part of comprehensive premises feasibility studies.

ACTION: HC to produce School Development Plan and PF to liaise re leadership and management including funding.

7.3. Review of Early Years' Pupil Premium Spend

This was reported in April.

7.4. Special Educational Needs and Disability Offer

ACTION: This will be considered in the autumn term.

7.5. Distributed Leadership and Early Education Networks and Organisations

ACTION: Consider next term.

7.6. Autumn INSET Focus

This will include formal launch of the Forest Alliance of Nursery Schools (FANS) including logos and identity, School Development Plan objectives including cultural capital, drawing on educational visits including art work, staff involvement in development planning.

ACTION: Head Teacher.

8. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

8.1 Date and Time of Next Meeting

Monday 14 October 2019-5.30 p.m.-School.

8.2 Agenda Items

-Same agenda headings.

-Include items deferred at 7.4 and 7.5.

8.3. **ANY OTHER BUSINESS**

There was none.

The meeting closed at 6.30 p.m.

Chair: G. ALLAWAY (print)

..... G. Allaway (sign)

Date: 14/10/19

Chair's Initials:

GA